

Vermont State Workforce Development Board

Operating Committee Meeting Minutes

February 23, 2017

I. Call to order

Chair Frank Cioffi called to order the regular meeting of the Vermont State Workforce Development Board Operating Committee at 12:00 noon on February 23, 2017 at 5 Green Mountain Drive, Montpelier, VT, 05601-0488.

II. Roll call

- a) The following members of the Committee participated and constituted a quorum of the Committee: in person: Frank Cioffi, Janette Bombardier, Eileen Illuzzi, Lindsay Kurrle, Laurie Gunn, Heather Bouchey (designee of Rebecca Holcombe), Michael Schirling, Al Gobeille, Greg Maguire, and Jeb Spaulding; by phone: Jen Kimmich and Dick Marron.
- b) Others present: VDOL staff Michele Kupersmith and Jason Boss; Seth Bowden

III. New business

- a. Chair Frank Cioffi asked for agreement with his decision to appoint a committee of the SWDB to carry out the SWDB's role in assisting the Agency of Education in its Adult Education grants review. He said he would ask: Ellen Kahler (to be Chair), Dick Marron, Geoff Glaspie, Amanda Beraldi, and Cathy Lamberton. There was full agreement.
- b. Chair Frank Cioffi led the Committee in a discussion about how to best to structure the next full SWDB meeting.
- c. Chair Frank Cioffi and Seth Bowden agreed to take the ideas presented and develop a plan and agenda for the next SWDB meeting.
- d. Action taken: none

IV. Adjournment

Chair Frank Cioffi adjourned the meeting at 1:30 pm.

Minutes submitted by: Michele Kupersmith

Minutes approved by: